



Position: Scheduler

Term: N/A, Appointed Position

Requirements: Member of WSWSA or active soccer participant or supporter

General Description:

Prepare the league schedule for each season and division of play and post the information on the WSWSA website. Reserve fields in advance of each season and coordinate with the referee associations to provide referees for all league matches.

Specific Responsibilities:

The Scheduler shall be responsible for reserving fields for each match during each season. Field reservations typically occurs three to four months in advance of each season and involves multiple field owners (cities, counties, school districts, and other entities). The Scheduler is also responsible for arranging for the payment of fields as required by each field owner.

The Scheduler shall prepare the league schedule for each season and division of play, and coordinate with the referee associations to provide referees for all league matches.

The Scheduler shall be responsible for notifying the Treasurer and offending Team Manager of forfeited matches and the amount of fine owed per league policies.

The Scheduler shall be responsible for notifying the referee association of referee no-shows, and notifying the Treasurer and both Team Managers of the amount credited (if appropriate).

The Scheduler shall be responsible for rescheduling league matches that were determined unplayable by the referee, or were suspended early (prior to 60 minutes per league policies).

The Scheduler shall be the key point of contact with the field owners and shall immediately notify the impacted Team Managers of unscheduled field closures. The Scheduler shall also be responsible for rescheduling these league matches.

The Scheduler shall track the league insurance policies to make sure that each field owner has the appropriate and current proof of insurance. When an updated proof of

insurance is required the Scheduler shall notify the President so that they can be obtained from the insurance provider.

The Scheduler is part of the Executive Board and shall attend the Executive Board meetings, the Annual General Membership meeting, and special meetings (if called).

The Scheduler shall monitor and respond to emails from the membership in a timely fashion. At a minimum the Scheduler shall check for emails twice a day.

Knowledge, Skills, and Abilities:

Organized, self-driven individual that can multi-task, plan ahead, and meet schedule timelines.

Good communication skills both written and verbal.

Proficient computer skills including the use of Microsoft Office Suite applications (Word, Excel, Outlook, Access) or equivalent.

Special:

This position is a part-time paid position (stipend of \$650/month) and the Scheduler is not a voting member of the Executive Board. We anticipate a three-month transition period to train the new Scheduler during which time the stipend will be shared.